



ARIZONA BOARD OF FINGERPRINTING

Mail Code 185 • Post Office Box 6129 • Phoenix, Arizona 85005-6129
Telephone (602) 265-0135 • Fax (602) 265-6240

FINAL Minutes for Public Meeting Held February 24, 2017, at 9:15 a.m. 4205 North 7th Avenue, Suite 206 Phoenix, Arizona

Board Members

Courtney Mays, Department of Economic Security, Chairperson
Kim Pipersburgh, Department of Health Services
John Crabtree, Department of Juvenile Corrections
Garnett Winders, Department of Education
John Piccarreta, Department of Child Safety (Alternate Board Member)
Mark Koch, Administrative Office of the Courts (Alternate Board Member)

Executive Director

Matthew A. Scheller

CALL TO ORDER AND ROLL CALL

Ms. Mays called the meeting to order at 9:15 a.m. The following Board members were present: Courtney Mays, Kim Pipersburgh, John Crabtree, Garnett Winders, John Piccarreta, and Mark Koch (alternate for Chad Kewish). The following Board member was absent: None.

Also in attendance was Matthew A. Scheller, Executive Director.

CALL TO THE PUBLIC

Ms. Mays made a call to the public. There were no members of the public present who wished to comment.

APPROVAL OF MINUTES FROM JANUARY 27, 2017

Ms. Pipersburgh made a motion to approve the draft minutes from January 27, 2017, and Ms. Winders seconded. The motion passed 6–0.

ELECTIONS

Ms. Mays explained that the Vice Chairperson position is open with the recent departure of Mr. Chad Kewish from his Board position and Vice Chairperson Responsibilities.

Ms. Mays referred the Board members to Mr. Scheller's February 16, 2017 memo regarding election procedures (see Attachment 1).

Ms. Mays requested nominations for the Vice Chairperson position. Mr. Crabtree made a motion to elect Ms. Pipersburgh as Vice Chairperson of the Arizona Board of Fingerprinting, and Mr. Koch seconded. Ms. Pipersburgh declined the nomination.

Ms. Mays requested another nomination for the Vice Chairperson position. Ms. Pipersburgh made a motion to elect Ms. Winders as Vice Chairperson of the Arizona Board of Fingerprinting, and Mr. Crabtree seconded. Ms. Winders accepted the nomination. The motion passed unanimous, 6–0.

ADJOURNMENT

Ms. Mays adjourned the meeting at 9:20 a.m.

Minutes approved on June 16, 2017

Matthew A. Scheller, Executive Director



Arizona Board of Fingerprinting Memo

TO: Board Members
FROM: Matthew A. Scheller
Date: February 16, 2017
SUBJECT Vice-Chairperson Election

Under A.R.S. § 41–619.52(B), the Board must annually elect a chairperson and vice-chairperson from among its members. (The Board may also elect “any other officers that are deemed necessary or advisable,” but the Board has never elected additional officers.) The last election was held in January 2017 of this year. With the recent vacancy of the vice-chairperson position, the Chairperson, Ms. Mays, has deemed it necessary to address this issue. (A.R.S. § 41–619.52(C))

At its February 24, 2017 meeting, the Board will elect a vice-chairperson. This memo explains the duties of the officers and discusses how the Board should conduct its election.

DUTIES OF OFFICERS

The chairperson presides over Board meetings and hearings and sets the agendas for Board meetings (often with input from the executive director). In general, the executive director keeps the chairperson informed about issues that could affect the Board. (Board members who may be interested in the office should be aware that the executive director communicates regularly with the chairperson, usually a couple of times a month and sometimes more, especially during legislative sessions.)

The vice-chairperson assumes the chairperson’s duties when the chairperson is absent.

There are no restrictions on how many times a Board member may serve in an office.

PROCEDURES

The Board’s statutes do not prescribe procedures for conducting elections. However, open-meeting laws prohibit secret ballots or elections conducted in executive session. Although the Board has options for conducting its elections, the most straightforward procedure would be the following, which the Board has used in previous elections:

1. The Board has discussion, if necessary.
2. A member makes a motion to elect a specific person as chairperson, and the motion is seconded.
3. A vote is taken. If the motion passes by a majority, the person is elected chairperson.
4. The procedure is repeated for the office of vice-chairperson.

In cases where the Board has elected new officers, it has been common practice for the current officers to continue their role for the remainder of the meeting and for the newly elected officers to preside at the next meeting.